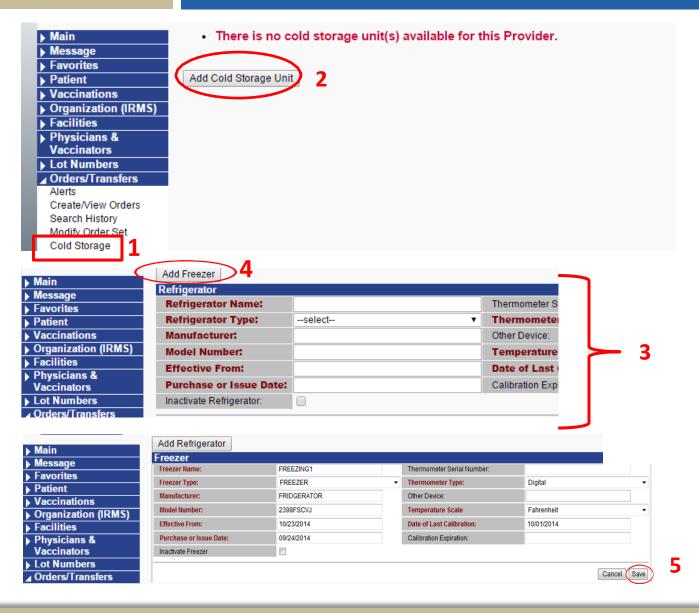# Cold Storage

- The Cold Storage module allows users to manage cold storage units and track temperatures in ASIIS. Users can create a cold chain report that lists all cold storage units for the selected site and recorded temperatures.

- By recording temperatures within ASIIS, you can replace faxing/emailing your temperature logs to the Vaccine Center.

- Do not throw your temperature logs away after entering data into ASIIS. You must retain a paper copy of your temperature logs at your facility for a minimum of 6 years.
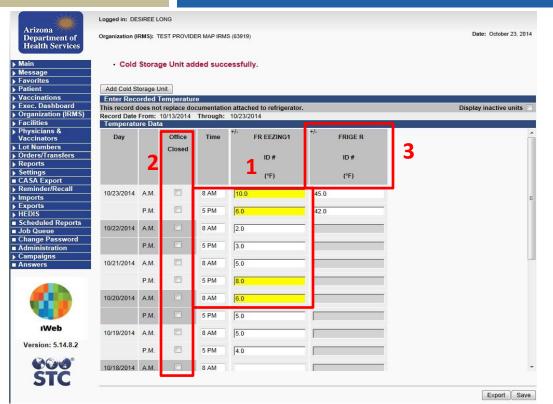
Arizona Department of Health Services

How to add a **Refrigerator** or **Freezer** to the cold storage module.

1. Open the Cold Storage Module by clicking on **Cold Storage** under the Orders/Transfers menu.

2. Select the **Add Cold Storage Unit** button located near the top of the **Cold Storage Module** screen.

3. Add your refrigerator information. All fields in **red** require an entry.

4. To add a freezer, click on the **freezer** button above the Refrigerator section. Again, all fields highlighted in **red** require an entry.

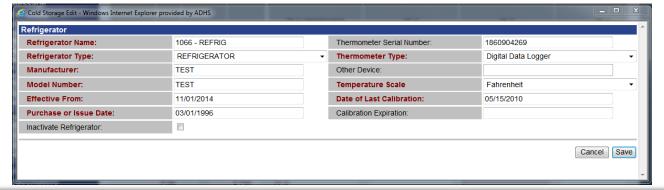**5.** When all required information has been entered, click the **Save** button

If your cold storage unit was added successfully you will see a screen similar to the one at left.
This screen displays the **Day**, **Time** and **Refrigerator/Freezer** name.
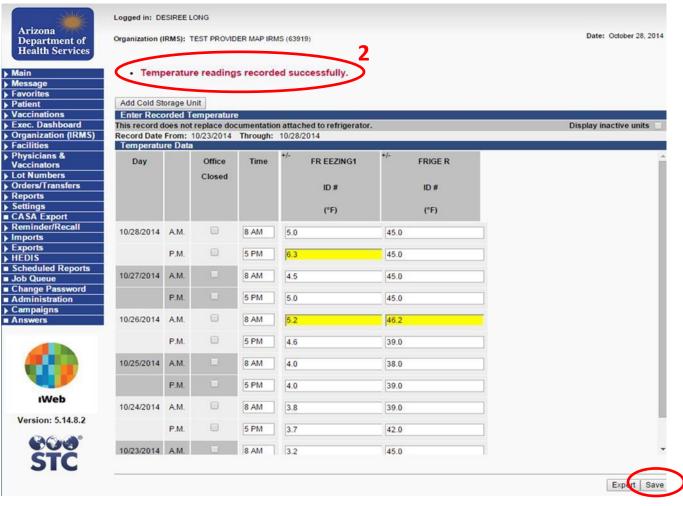
To record your temperatures:

1. Enter the time and temperatures recorded for each day. Temperatures entered that are out of range for the unit will automatically be highlighted in **yellow**. If this happens you must call the vaccine center immediately for further instructions.

2. If your office was closed on a given day, click the check box under the **Office Closed** column. **Note:** You should not go more than 4 days in a row without checking temperatures.

3. If you need to edit information for your fridge or freezer click in the gray box for that unit. A new window will open, pictured left, where you can make updates or changes as necessary.
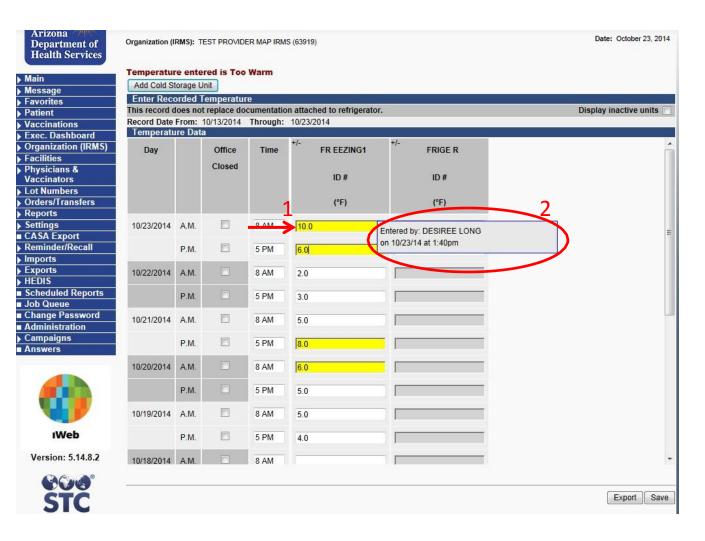
1. After entering the time and temperatures click the **save** button in the bottom right of the screen.

2. A **red** message at the top of your screen will appear indicating your temperature readings were recorded successfully.

These saved temperatures are now accessible by the Vaccine Center. There is no need to fax or email temperature logs but they must remain on site for at least 6 years.
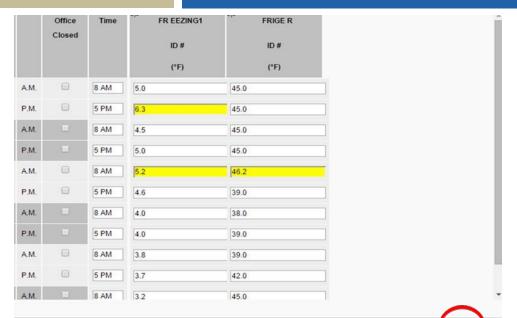
To review when and by whom your temperatures were entered click anywhere in a temperature field (**1**). A dialog box with the user's name, date and time of entry will appear (**2**).
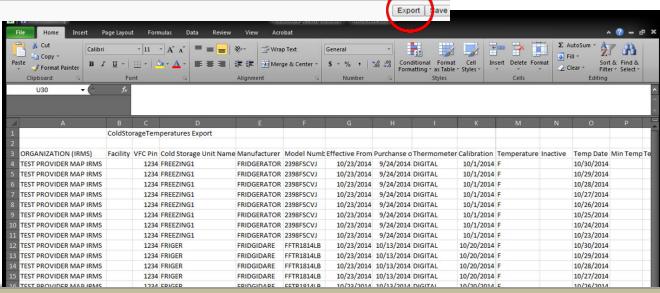
You can easily create an Excel report of your temperatures by clicking the export button at the bottom right of the cold storage module screen.

Health and Wellness for all Arizonans

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You are done!

Please register that you have completed this training module by completing the training registration form at http://www.surveymonkey.com/s/CXL2RPY. You will be asked to provide your name, the module you completed, the date on which you completed the module, and a work email address.